AMY SMITH

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**Seek the Challenging Position of Executive Chef**

A highly talented Chef with huge experience in overseeing food and pastry production for all food outlets and banquet functions; developing menus, food purchase specifications, and recipes; directly supervising all production and pastry staff while maintaining highest professional food quality and sanitation standards.

**Summary of Qualifications**

More than eight years experience.

Great ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

Exceptional ability to plan a variety of menus.

Uncommon knowledge of supplies, equipment, and services ordering and inventory control.

Remarkable ability to read, understand, follow, and enforce safety procedures.

Excellent organizing and coordinating skills.

Strong knowledge of planning and scheduling techniques.

Remarkable skills in cooking and preparing a variety of foods.

In-depth ability to develop and test recipes and techniques for food preparation/presentation.

Immense knowledge of catering set-up procedures.

Uncommon ability to coordinate quality assurance programs in area of specialty.

Great ability to plan work schedules and assign duties; ability to provide or arrange for training.

**Professional Experience**

Collins Hotels Inc., Tarrytown, NY 2003 - Present

Executive Chef

Hire, train, and supervise the work of food and pastry production staff.

Plan menus for all food service locations considering customer base, popularity of various dishes, holidays, costs, and a wide variety of other factors.

Schedule and coordinate the work of chefs, cooks, and other kitchen employees to ensure that food preparation is economical and technically correct.

Conduct regular physical inventories of food supplies, and assess projected needs; order all food and supplies for catering and cash operations.

Ensure that high standards of sanitation and cleanliness are maintained throughout the kitchen areas at all times.

Establish controls to minimize food and supply waste and theft.

Safeguard all food preparation employees by implementing training to increase their knowledge about safety, sanitation, and accident prevention principles.

Develop and test recipes and techniques for food preparation and presentation which help to ensure consistent high quality and to minimize food costs; exercise portion control over all items served and assist in establishing menu selling prices.

Prepare necessary data for the budget in area of responsibility; projects annual food and labor costs and monitor actual financial results; take corrective action where necessary to help ensure that financial goals are met.

Consult with catering staff about food production aspects of special events being planned.

Cook and directly supervise the cooking of items that require skillful preparation.

Evaluate food products to ensure that quality standards are consistently attained.

Perform miscellaneous job-related duties as assigned

Collins Hotels Inc., Tarrytown, NY 1997 - 2003

Chef

Contacted guests (party leaders) by telephone before their arrival to: Introduce themselves and "break the ice".

Confirmed and determined any special dietary and other special requirements.

Determined arrival time and any changes to room allocation/layout requirements.

Checked that arrangements have been made by other members of the team for guests' ski lessons, guiding, passes, equipment, childcare and transportation.

Ensured that special dietary requirements are catered for.

Made birthdays and anniversaries special Stacks wood delivered to chalet, prepared and cleaned fire, lights the fire on arrival day and thereafter according to guests' preference.

Managed and cleaned all food storage areas within the chalet.

Helped chalet girl/boy clear dinner.

Maintained a record of all dinner menus, breakfast and afternoon tea dishes and submited these weekly as required.

Took the lead in the management of stocks of all items/requirements for the chalet.

Prepared and submitted orders to the Supplies and Maintenance Manager on a timely basis, performed stock takes as requested, explained any exceptional usage as requested.

Ensured that all variable chalet costs are kept within budgeted levels.

Ensured that fridge and freezer temperatures are maintained at a safe level for the storage and preservation of food; reported any issues immediately.

Collins Hotels Inc., Tarrytown, NY 1997 - 2003

Cook

Oversaw food inventory by monitoring proper food temperature, rotating and storing food properly.

Learned the food ordering process.

Participated in menu planning as needed with Food Manager.

Prepared and cooked meals for campers and staff.

Guided Food Service Staff.

Oversaw kitchen clean up through/with Assistant Cook and Food Service Staff.

Ensured kitchen areas are constantly clean - ranges, cooler, freezer, mixer, slicer, floor, dish washing, pots & pans, dining room, garbage, recyclables, etc.

Education and Professional Training

Certified Food Handler by the State of New York

High School Diploma (1997)